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September 23, 2005

MEMORANDUM
NSLP 2006-19

To: All NSLP Sponsors

From: Pat Cook and Katherine Stewart, RD, CPFM
Office of Child Nutrition and School Health
Nutrition Education Program Consultants

RE: Verification of Applications for Free and Reduced Price Meal Benefits

On September 11, 2003, the Food and Nutrition Service (FNS) published a rule requiring the reporting of the results of verification of applications for free and reduced price meal benefits in School Food Authorities (SFAs).

Last year you received a compact disc that contained both a MS Access application and an Excel workbook to be utilized for verification results reporting. SFAs who verify twenty-five or fewer applications may opt to use either the MS Access application or the Excel workbook. The Excel workbook does not have any edit checks, thus allowing for errors that could cause rejection of your report. Additionally, the MS Access application allows electronic submission of the reporting data. For those who no longer have this disc, please contact your state agency for electronic versions of the program.

The counting of applications to determine the number which must be verified is done on **October 1, 2005**. This number includes only applications collected since the beginning of the current school year, not any of the carry over applications from the last school year. Due to the fact that most School Food Authorities have to do a sample of 3% of the error prone applications, many of you will need to use the MS Access application. This software must be the 2003 version, unless you have the program from last year.

School Food Authority Optional Verification Software: The MS Access application which may be used by SFAs on an elective basis to compile the information on verification outcomes into a file which can be imported by the State Agency software. The files also contain a Users Guide to the SFA application software, which includes installation instructions, and a Data Dictionary which defines the data elements in the application.

School Food Authority Optional Verification Workbook: This file contains an MS Excel workbook which is an alternative to the MS Access application for SFAs which verify twenty-five or fewer applications per year. The workbook can be used to compile the summary report data and print a report. However, it does not apply the data edits which are built into the Access software to prevent reporting of inconsistent data. Data for this reporting function is taken from applications on file with the SFA as of October 1, 2005.

“Error-prone” applications are those that indicate monthly income within \$100 (or annual income within \$1,200) of the income eligibility limits for free or reduced-price school meals.

This report must be submitted to the Office of Child Nutrition and School Health by Monday, November 28, 2005.

If you have any questions, please contact Pat Cook at 775-687-7282 or Kathy Stewart at 775-687-7289.